

# **Art Vendor Application**

**2014 Community Art Day Festival at Powell Drive**

**Saturday, September 27th, 10am – 2pm**

**Location: 740 Powell Drive, Raleigh, NC 27606**

**Registration Deadline: Friday, September 19th**

**\*\*Note: Will accept a total of 14 Art Vendors for this event. Applications will be taken on a first come, first serve basis.\*\***

**Artist(s) Information: (If sharing an art vendor space, both artists must include their info on this form.)**

**ARTIST 1 – Barcode 165961: Tent space will be either 10'x10' or 7'x14' based on availability.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please list the primary medium you work in: \_\_\_\_\_

If you will also be selling works in other mediums, please list those here: \_\_\_\_\_

Would you be willing to demonstrations in your booth? \_\_\_\_\_

**ARTIST 2 – Barcode 166022: Tent space will be either 10'x10' or 7'x14' based on availability.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please list the primary medium you work in: \_\_\_\_\_

If you will also be selling works in other mediums, please list those here: \_\_\_\_\_

Would you be willing to demonstrations in your booth? \_\_\_\_\_

## **Registration Information & Art Sale Guidelines**

Space availability and accommodations will be granted on a first-come, first-served basis. We are limiting the number of participating artist to 14. All exhibitor spaces are outdoors.

**Art Vendor Space Fee:** \$30.00 per vendor space. Tents will be provided for all vendors. Tent spaces will either be 10'x10' or 7'x14' (15'x15' tent with 2 vendor spaces) based on availability. Vendors cannot pick a size. Staff will assign the tent space.

**Please return this reservation form with payment to:**

**Make Checks Payable to City of Raleigh**

**Method Community Center**

**514 Method Road**

**Raleigh, NC 27607**

## **Tables & Chairs:**

How many 6' tables do you need?      0   1   2

How many chairs do you need?      0   1   2

## **Booth Information**

- Booth Size: approximately 10'x10' or 7'x14' depending on available tent.
- Booth includes City of Raleigh PRCR pop up tent. No other tents are allowed due to safety regulations.
- Booth locations will be assigned by staff.
- Electricity and Wifi are NOT available.
- Artists are responsible for providing their own display materials (shelves, tablecloths, racks, etc.)
- Additional display materials must be confined within your tent.
- Table and chairs available if requested on registration form.
- Flammable gases & open flames are not permitted. No generators or electrical devices allowed.
- Extreme care will be taken to ensure the safety of all works. However, the City of Raleigh, Parks & Recreation Department, Powell Drive Center and the Method Center are not responsible for any artwork and/or materials belonging to the artist at any time.

## Exhibitor Information

- Booths cannot be sublet. Only the person(s) whose names are on the application may sell work in your booth.
- **LIMIT 2 ARTISTS PER BOOTH.** If you want to share a booth, both artists must be represented on the application.
- **Artist(s) should select the primary medium of the work that they will be selling on their application;** however they may also offer a limited selection of works from other mediums. For example, an artist who applies as a potter must exhibit 75% pottery in their booth but they may also display a limited selection of paintings or jewelry.
- There is no smoking in Raleigh Parks. If you need to take a break to smoke, you must do so in designated areas in the parking lot.
- All participants are responsible for reporting NC sales tax to the NC Department of Revenue.
- Artwork must be appropriate for a family friendly atmosphere. Staff will request any inappropriate artwork to be removed.

## Content and Quality of Artwork

- All work must be the original work by the accepted artist. Works from commercial kits are not acceptable.
- Artist must be present for entire show. No stand-in exhibitors, dealers, or agents allowed.
- The target audience for this event is all ages; therefore works deemed by the City of Raleigh Parks, Recreation & Cultural Resources Department as inappropriate will be removed.

## EVENT TIMES AND SET-UP

**Exhibit Hours:** 10AM-2PM

**Date:** Saturday, September 27, 2014

**Outdoor Set Up:** Saturday, September 27th from **8:00am – 9:45am**; all sales areas **must be ready to go by 10:00am.**

**Tear down:** 2:00pm -4:00pm on Saturday, September 27th. **No exhibitor may start removing exhibits before this time.**  
Booths must be open and staffed for the entire show.

## PARKING & DROP OF MATERIALS

Unloading: curbside in the drop off area of the parking lot, at the paved driveway. **Vehicles are prohibited from driving onto the sidewalks.** During the show, please park curbside on the street to allow for more patron parking.

## INCLEMENT WEATHER POLICY

Event will be held rain or shine. No rain date.

## Refund Policy

- 100% refund if Department cancels program.
- 85% refund if request is received by September 13, 2014.
- Refund requests received after September 13, 2014 will not be granted.
- All refund requests must be received in writing.
- Refunds for medical reasons requested prior to September 13, 2014 will be granted at 100% subject to verification.

## Non-Discrimination Policy

The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

I have read the **REGISTRATION INFORMATION & ART SALE GUIDELINES**, understand and accept the terms of the refund policy, and agree to abide by all guidelines set forth by the City of Raleigh Parks, Recreation & Cultural Resources Department.

**Please sign:**

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Artist 1 Signature

Date

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Artist 2 Signature

Date